

***When You Receive Your Kits:***

Please make sure your kits contain the following:

- 2 shipping/cooling boxes
- 4 gel packs
- 20 Copan units
- 5 CSU Diagnostic Laboratory submission forms, with pre-affixed labels
- 4 Pre-printed overnight shipping labels from facility/gather to CSU
- FedEx labels for return shipment of box (facilities)

If all materials are not included, please call Liz Mumford at (970-491-1850).

Please make sure gel packs are put into a freezer immediately upon receipt. The Copan units should be maintained at room temperature.

Shipping boxes and gel packs will be returned from CSU to the facilities if a return FedEx label is completed and included with the lab submission form. Please remember to do this as it will improve your ability to send samples promptly if required!

If you are running low on any supplies, please contact Liz Mumford ASAP!

***What horses do we collect samples from and how?***

A preliminary nasal swab sample should be collected from each saddle and Judas horse at the outset of the study.

**ALL** horses with signs of respiratory disease **at gathers and in facilities** should be sampled if they meet the following criteria:

1. Nasal discharge from one or both nostrils that is white/green or cloudy white. Do not sample horses with nasal discharge that is clear.
2. Abscesses under or behind the jaw, whether they are broken open or not.

Collect the sample from the nostril that contains the most drainage, or directly from the abscess if it is open. For horses with unbroken abscesses, collect a nasal swab sample. To collect the sample, open the Copan unit and remove the swab portion. Do not place the swab tip on any surface before or after collecting the sample. Run the swab tip as far as practical onto the lower floor of the nostril or into the broken abscess, attempting to collect discharge that is fresh (not dried). After collection, place the swab, tip first, back into the media contained in the Copan unit. Make sure the media is covering the end of the swab. **Label** the Copan unit with the freeze brand number (or temporary ID) and date. Place the Copan unit into the refrigerator (do not freeze) until shipment. **It is important to keep the samples cool immediately after collection.** Do not wait until all animals have been sampled before cooling already-collected samples.

Realizing that circumstances are different working with these horses compared to domestic horses, please try to prevent cross contamination of samples. If you can wear gloves to collect the samples and change gloves between ill horses, great. If not, it would be useful to have a bucket of disinfectant to at least rinse your hands in-between horses. Similarly, it would be helpful to soak the halters/ropes/etc. in disinfectant between ill horses and to wipe down the catch area of the chute.

An Individual Animal Respiratory Disease Record (IARDR) should be initiated for each horse from which a sample is collected. Please note date and site of sample collection on the IARDR. For released horses, only the top half of the form should be completed and the forms sent to CVEADSS within one week of the gather. For all others the entire IARDR should be completed and sent to CVEADSS when either (1) the horse is shipped from the facility or (2) the horse is recovered.

### ***How do I send the samples?***

In a shipping box supplied for the project, place the items below. Make sure the gel packs are frozen and place one below and one above the samples. Fill dead space with newspaper (not styrofoam peanuts). Place the paperwork on top. Seal the box securely, after consulting the checklist (below).

Affix a FedEx shipping label that has been pre-printed with the CSU laboratory name and account information.

Prior to shipping, you must complete the label with the following info:

- Section 1:     Date, your address, etc.  
                  Do not fill in the account number
- Section 7:     Total number of packages, weight (if possible)  
                  Do not fill in "total value" and "authorized signature" areas

Please keep sender's (top) copy of label and e-mail/phone the tracking number to Liz.

**PLEASE make sure the package is picked up prior to the cutoff time for next day delivery!** Your local FedEx office should be able to supply this information.

### **Package checklist:**

Facilities and gathers:

- Copan units containing samples
- Frozen gel packs (2 per shipping box)
- CSU Diagnostic Laboratory sample submission form(s), completed with all required information

Facilities: Return FedEx label for shipping box, completed with the name/address of your facility

DO NOT enclose other data collection forms in the packages! ONLY samples and the sample submission form should be shipped to the CSU Diagnostic laboratory.

**It would be appreciated if you could contact Liz Mumford at (970-491-1850) prior to shipping samples so that arrival of the package may be confirmed.**

Forward all completed forms to the following address:

Dr. Elizabeth Mumford  
Center of Veterinary Epidemiology and Animal Disease Surveillance Systems  
College of Veterinary Medicine and Biomedical Sciences  
Colorado State University  
Fort Collins, Colorado 80523-1676